


# Extra Duty - HRS3400

# Table of Contents

**Extra Duty - HRS3400** ..... i
**Extra Duty - HRS3400** ..... 1

# Extra Duty - HRS3400

***Payroll > Utilities > Mass Update > Extra Duty***

This utility is used to update extra duty assignments for a number of employees at a single time. Extra duty data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Extra Duty tab allows users to add, change, and delete extra duty codes as well as alter the existing dollar amounts associated with the extra duty assignments. Once extra duty assignments are changed or deleted using this page, modifications are reflected in the individual extra duty records.

## Mass update extra duty:

Under **Parameters**, select which employees and records are to be copied to the current year.

**TIP**: Prior to processing a mass update, capture a screenshot of the used parameters for future reference.

| Field | Description |
|---|---|
| **Pay Status** | Select whether active, inactive, or both groups are to be included in the process. |
| **Pay Type** | Click to select the one-digit pay type to be included in the process. The system is set to All. |
| **Job Code** | Click to select the four-digit job code to be included in the process. The system is set to All. |
| **Accrual Code** | Click to select the one-character accrual code to be included in the process. The system is set to All. |
| **Pay Grade** | Type the three-digit pay grade to be included in the process. |
| **Prior Yr Emp Date** | Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date. |
| **Primary Campus** | Click to select the three-digit primary campus to be included in the process. The system is set to All. |
| **Pay Campus** | Click to select the three-digit pay campus to be included in the process. The system is set to All. |
| **Contract Begin Date** | Click to select the exact contract begin date to be included in the process. |
| **Contract End Date** | Click to select the exact contract end date to be included in the process. |
| **Contract Months** | Type the contract months to be included in the process. |
| **Payoff Date** | Click to select the payoff date to be included in the process. |

| Field | Description |
|---|---|
| **Payroll Freq** | Click to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays. |
| **Salary Concept** | Click to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations. |
| **Extract ID** | Click to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function. |
| **Employee Nbr** | If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click to select employees. |

Under **Method**, select the extra duty changes to be implemented.

| | |
|---|---|
| **Change Extra Duty Code to Another Code** | In the **If Extra Duty Code** field, click to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).<br>In the **Change To** field, click to select the new extra duty code. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).<br>In the **Amount** field, accept the amount that the system displays based on data in the **Change To** field, or type the dollar value of the extra duty assignment.<br>In the **Remain Amt** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code.<br>If the extra duty pay code is an account type S - Supplemental pay and has multiple distributions on the Maintenance > Staff Job/Pay Data > Distributions tab, all changes are appropriately distributed across the multiple extra duty account codes according to the existing percentages.<br>If the previous extra duty pay code was an account type G - Standard Gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard Gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab.<br>In the **Remain Pymts** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code. |

| | |
|---|---|
| **Change Existing Extra Duty Code Information** | **Note**: If the existing extra duty code is associated with an account type G - Standard Gross pay, the process updates the Amount field on the Maintenance > Staff Job/Pay Data > Pay Info tab. If the existing extra duty code is associated with an account type S - Supplemental pay, the process updates the **Amount**, **Remain Amt**, and **Remain Pymts** fields on the Maintenance > Staff Job/Pay Data > Pay Info tab and the related distribution records on the Maintenance > Staff Job/Pay Data > Distributions tab according to the distribution percentages.<br>In the **If Extra Duty Code** field, click ⌄ to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).<br>In the **Amount** field, type the dollar value of the extra duty assignment.<br>In the **Remain Amt** field, if the account type for the extra duty code is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code.<br>**Note**: If the extra duty pay code is an account type G - Standard gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab.<br>In the **Remain Pymts** field, if the account type for the extra duty code is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code. |
| **Delete Extra Duty Code from Employees** | The list of extra duty codes associated with the employee are displayed showing the extra duty code, description, and account type (e.g., S - Supplemental pay or G - Standard Gross pay).<br>Locate the extra duty code that needs to be deleted.<br>Select the **Delete** field for each code that needs to be removed.<br>**Note**: Extra duty pay codes that are account type G - Standard gross pay must have the extra duty amount manually deducted from the **Total** field on the Job Info tab. Extra duty pay codes that are account type S - Supplemental pay are automatically removed from the XTRA - Extra Duty job code on the Distributions tab. When all extra duty pay codes that are account type S - Supplemental are deleted, the XTRA job code is automatically removed from the Maintenance > Staff Job/Pay Data > Job Info tab and the Maintenance > Staff Job/Pay Data > Distributions tab. |
| **Add Extra Duty Code to Employees** | This feature allows the user to mass add type S - Supplemental pay codes to employees. If the employee already has the extra duty code as type S - Supplemental pay, the employee is not included. If the employee is processed, the employee extra duty record, XTRA - Extra Duty job code, and distribution records are inserted. The account code on the Extra Duty table must be valid. If the organization and/or fiscal year is masked, the completed account code, as created by the system for each employee, must be valid. If the organization is masked, the employee's pay campus is used.<br>❑ In the **Add Extra Duty Code** field, click ⌄ to select the type S - Supplemental pay extra duty code.<br>❑ In the **Amount** field, type the dollar value of the extra duty assignment.<br>❑ In the **Remain Amt** field, type an amount remaining for this extra duty code.<br>**Note**: If the organization and/or the fiscal year are masked (containing Xs), the completed account code as created by the system for each employee must be valid. If the organization is masked, the employee's pay campus is used.<br>❑ In the **Remain Pymts** field, the user can type the number of payments remaining for this extra duty code. |

Click **Populate Extra Duty Code Description** to update the **Amount** field when a different extra

duty code is selected.

Click **Execute**. A preview report is displayed. Review the report.

Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page. If you click **Process**, you are prompted to create a backup.

## Other functions and features:

| | |
|---|---|
| **Reset** | Click to reset all previously selected parameter options to the default. |